

### **APPLICATION TO APPEAR PRO HAC VICE**

Pursuant to D.N.J. L.Civ.R.101.1(c)(3), local counsel must file an appearance as counsel of record in the case. All notices, orders and pleadings will be served upon local counsel who shall then notify the attorney admitted pro hac vice.

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**STEP 1** Choose **Bankruptcy** from main menu


**STEP 2** Choose **Motions/Applications** category


**STEP 3** Enter case number; click [NEXT]

**STEP 4** Select **Appear Pro Hac Vice** from drop down list; click [NEXT]

**STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen


**STEP 6** Select party or click [ADD/CREATE NEW PARTY]; click [NEXT]


 *If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role type from the drop down menu on the Party Information screen.*

 *If you selected Add/Create New Party or if this is the first time you are filing on behalf of an existing party, you will be asked to create an association by placing a check in the box.*

**STEP 7** Click [NEXT] to skip the *Hearing Information* screen. Do not set a hearing. If no objections are filed within five (5) days, the court will enter the order.

**STEP 8** Upload the PDF document; click [NEXT]

 *TIP - After Browsing your files, open and review your file to be sure that you are uploading the correct .pdf. To do this, right click on the file name and select open from the pop up menu.*

 *TIP - Supporting documents and proposed orders are uploaded as ATTACHMENTS to motions/applications. Click inside the Yes radio*

*button and click [NEXT]. As noted above, please be sure that you are selecting the correct .pdf to upload. Select a description of your attachment from the Type drop down menu or free text one in the Description variable box. Click Add to List and repeat this process for each attachment. When all attachments are uploaded, click [NEXT]*

☛ *TIP - If you upload the wrong .pdf and you notice the error while still on this screen, highlight the file name and click Remove from List.*

**STEP 9** Enter the name of the attorney who is appearing Pro Hac Vice; click [NEXT]

☛ *TIP - 5 day objection deadline calculates automatically. Do not change this date.*

**STEP 10** Confirm case name and number; click [NEXT]

**STEP 11** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION***

SAMPLE DOCKET TEXT

Application for Attorney William Smith to Appear Pro Hac Vice Filed by John Hopkins on behalf of the debtor. Objection deadline is 11/24/03 (Hopkins, John)

**STEP 12** **Notice of Electronic Filing (NEF)** displays.

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The court will serve a copy of the Order for Admission Pro Hac Vice on the New Jersey Lawyers' Fund for Client Protection. The applicant has twenty (20) days from the date of entry of this order to deposit the required fee.